

**DELAWARE DEPARTMENT OF JUSTICE  
CASUAL/SEASONAL JOB OPENING**

***This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.***

**Opening Date: May 20, 2021**

**Closing Date: May 27, 2021**

**CASUAL/SEASONAL POSITION - Administrative Assistant  
Criminal Division, Misdemeanor Trial Unit, New Castle County**

This Administrative Assistant is needed to provide clerical/administrative support to Deputy Attorneys General prosecuting crimes in the Criminal Division, Misdemeanor Trial Unit (Court of Common Pleas), in New Castle County. In addition to general administrative support, duties are to include setting up files, running criminal record checks, typing various information; requesting reports, answering discovery, managing calendars, filing documents and preparing subpoena lists. This position will be required to cover the front desk at the New Castle County Courthouse Victim/Witness room. This position will also be part of the rotation schedule as back up coverage to the main Criminal Division Receptionist in the event of an absence.

The ideal candidate must be detail-oriented, well organized and possess strong computer skills and be proficient in Microsoft Word; must possess excellent spelling, grammar and proofreading skills; must be able to handle multiple tasks in a fast-paced work environment with the ability to pay attention to detail; must be able to interact professionally with members of the public, including victims, defendants and defense attorneys; must be able to answer telephones and take accurate messages. Knowledge of DELJIS, LEISS and Enforcer is desired, but is not required.

**Job Requirements:**

This position is part of a career ladder series that incorporates Legal Administrative Specialist levels I, II and III.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

**OR**

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.

2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**